



**DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
ASSISTANT CHIEF, DIVISION OF LABOR
STANDARDS ENFORCEMENT
WQ04 9538 7IR30
DEPARTMENTAL PROMOTIONAL
STATEWIDE**



CALIFORNIA STATE GOVERNMENT- EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below and have a permanent civil service appointment with the Department of Industrial Relations, excluding State Compensation Insurance Fund as of April 27, 2007, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than April 27, 2007, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$6876 - \$7580 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Labor Standards Enforcement.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in May/June 2007.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by April 27, 2007, the final filing date.

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<p>MINIMUM QUALIFICATIONS</p>	<p style="text-align: center;">Either I</p> <p>Experience: One year of experience in the California state service performing the duties of Deputy Labor Commissioner IV; or</p> <p>Two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner III; or</p> <p>Three years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II.</p> <p style="text-align: center;">Or II</p> <p>Experience: Five years of broad and extensive general experience which must have been acquired in one or a combination of the following types of labor relations work, one year of which must have been within the last five years, and three years of which shall have been in an administrative or supervisory capacity.</p> <ol style="list-style-type: none"> 1. Industrial relations management, labor relations, or reconciling grievances; or 2. Negotiation or preparation of labor agreements, or interpretation and settlement of grievances arising under labor agreements; or 3. Conciliation, mediation, or arbitration of labor disputes; or 4. Professional level work in the investigation and settlement of complaints regarding violation of State or Federal labor laws or regulations. AND <p>Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology, or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<p>ADDITIONAL DESIRABLE CHARACTERISTICS</p>	<p>A sympathetic understanding of labor problems, sound judgment, reliability, impartiality, tact, firmness, patience, neat personal appearance, willingness to travel and work irregular hours.</p>
<p>POSITION DESCRIPTION</p>	<p>An Assistant Chief, Division of Labor Standards Enforcement assists in the administration of the work of the division by planning and directing the staff services and technical support functions of the division; evaluates program needs; assists the Chief in the evaluation, development and implementation of program policies and procedures in relation to Industrial Welfare Orders; assists in the analysis of proposed legislation and advises the Chief of the need for or the effect of proposed legislation on the program of the division; may act for the Chief in the latter's absence or as directed.</p>
<p>QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%</p>	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope:</p> <p>In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. State and related Federal labor laws; 2. Orders of the Industrial Welfare Commission;

	<ol style="list-style-type: none"> 3. Principles, practices, and terminology of labor relations work; 4. Purposes, organizations and trends of employee and employer organizations; 5. Terminology used in various occupations; 6. Labor and employment conditions and trends in California; 7. Industrial occupations and their requirements and employment procedures; 8. The law of contracts as it applies to the field of labor relations; 9. Court procedure and rules of evidence; 10. Principles and theories of administrative law and judicial review of administrative actions; 11. Legal terms and forms in common use; 12. Principles of personnel management, training and supervision; 13. Policies, procedures, and programs of the Division of Labor Standards Enforcement and the Department of Industrial Relations; 14. A manager's role in the Equal Employment Opportunity Program and the process available to meet these objectives; 15. Principles and practices of public administration; 16. Budget preparation and control; 17. Administrative survey techniques and their application; 18. Fundamentals of report preparation on data processing equipment. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission; 2. Analyze testimony and other types of evidence and draw correct conclusions; 3. Hold investigatory hearings and resolve disputes; 4. Deal tactfully, effectively, and impartially with employers; 5. Conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders; 6. Deal with law enforcement problems tactfully but effectively; 7. Analyze situations accurately and take effective action; 8. Analyze data; 9. Speak and write effectively; 10. Prepare reasons for decisions, orders, or awards, and make findings based on facts; 11. Plan, organize, direct and coordinate the work of others; 12. Interpret, evaluate, develop, and implement program policies and procedures of the Division of Labor Standards Enforcement and the Department of Industrial Relations; 13. Develop and administer a division-wide program-oriented management information systems; 14. Prepare and edit public information and education material; 15. Establish and maintain effective and cooperative relations with those contacted in the course of the work; 16. Develop and implement creative and unique methods and procedures for improved management. 17. Effectively contribute to the Department's equal employment opportunity objectives.
VETERANS PREFERENCE	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.